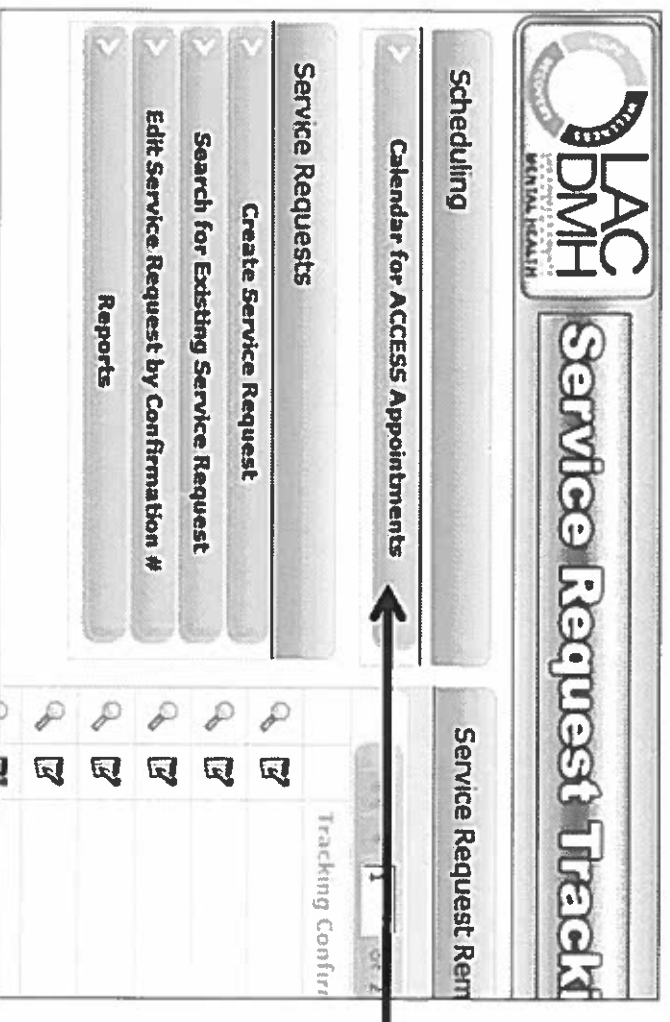


Service Request Tracking System (SRTS) Calendar Module V2.0 Instructions for Providers

On October 5, 2015, the DMH ACCESS Center implemented a calendar module in the SRTS to schedule appointments for:

- 1) Referrals from Medi-Cal Managed Care providers (urgent referrals). These referrals will be scheduled within 5 business days of the request.
- 2) Referrals from Department of Health Services eConsult. These referrals will be scheduled within 15 business days of the request (routine referrals) or within 5 business days of the request (urgent referrals).

Each Legal Entity location providing appointment times is responsible for updating their calendar of appointments in the SRTS. Following are step-by-step instructions for adding, editing, and deleting appointments in the SRTS calendar module.



Step 1: Go to the Calendar

- Log in to SRTS
- In the upper left-hand corner, you'll see a header that reads "Scheduling"
- Click on the button beneath the scheduling header, entitled "Calendar for ACCESS Appointments"

Service Request Tracking System (SRTS) Calendar Module V2.0 Instructions for Providers

Service Request Tracking System

Didi Hirsch - Glendale - 7812 - Adult Calendar View

9/28/2015 - 10/2/2015

all day

8am

9am

10am

11am

12pm

1pm

C Available

Show 24 hours...

Nancy Drew, #12345, Urgent

Initial Health. All rights reserved. Consultations including but not limited to...

Step 1.1: Viewing the Calendar

- After clicking on the calendar link, you'll be taken to your provider's calendar page.
- The default view is the weekly calendar, but you can change the view to see the calendar by day, week, or month.
- Appointment times identified by your site as available have already been entered into the calendar, and will be labeled as "Available."
- Once an appointment has been booked by ACCESS the subject will display the client's name, ID number and whether Urgent or Routine.

Service Request Tracking System (SRTS) Calendar Module V2.0 Instructions for Providers

Add Appointment

Subject: **AVAILABILITY**

Start time: **8/1/2016** 9:00 AM

End time: **8/1/2016** 10:00 AM

Clinic Contact Person: **↓**

Language(s):

<input type="checkbox"/> Arabic	<input type="checkbox"/> English	<input type="checkbox"/> Russian
<input type="checkbox"/> Armenian	<input type="checkbox"/> Farsi	<input type="checkbox"/> Spanish
<input type="checkbox"/> Cantonese	<input type="checkbox"/> Korean	<input type="checkbox"/> Tagalog
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Mandarin	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Other		
<input type="checkbox"/> Chinese		

Age Group(s):

<input type="checkbox"/> Child	<input type="checkbox"/> Adult
<input type="checkbox"/> TAY	<input type="checkbox"/> Older Adult

Enter a contact person followed by the telephone number and then enter all sections highlighted in red.

Comments:

☐ Recurrence

Step 2: Adding New Appointments

- Double click on the calendar to enter an available appointment time.
- The subject will be auto-populated as "Available."
- Select the date, start and end time.
- Enter a Clinic Contact Person followed by a telephone number.
- Select relevant Languages and Age Group(s)

☒ Recurrence

☐ No end date
 ☐ End after 10 occurrences
 ☐ End by 8/4/2016

☐ Hourly
 ☐ Daily
 ☒ Weekly
 ☐ Monthly
 ☐ Yearly

Recur every 1 week(s) on
 ☐ Sunday
 ☒ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☐ Saturday

Save Cancel

Step 2 Continued...

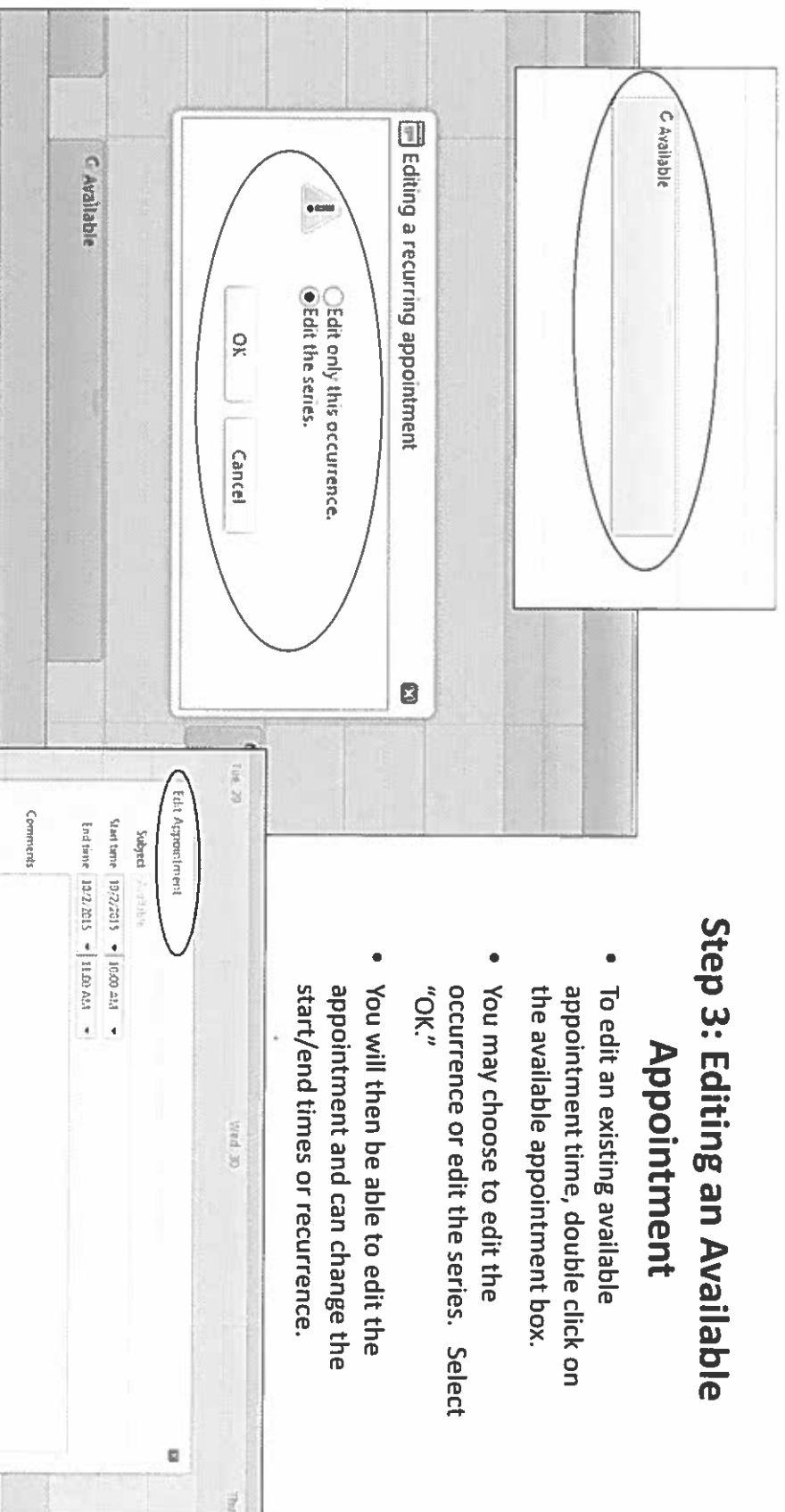
- Check the recurrence box
- After checking "Recurrence" the appointment box will expand. Choose the appropriate occurrence. In most cases, you should choose weekly, with no end date.
- Click "save" and the appointment will appear on the calendar.

8/18/2016

Service Request Tracking System (SRTS) Calendar Module V2.0 Instructions for Providers

Step 3: Editing an Available Appointment

- To edit an existing available appointment time, double click on the available appointment box.
- You may choose to edit the occurrence or edit the series. Select "OK."
- You will then be able to edit the appointment and can change the start/end times or recurrence.

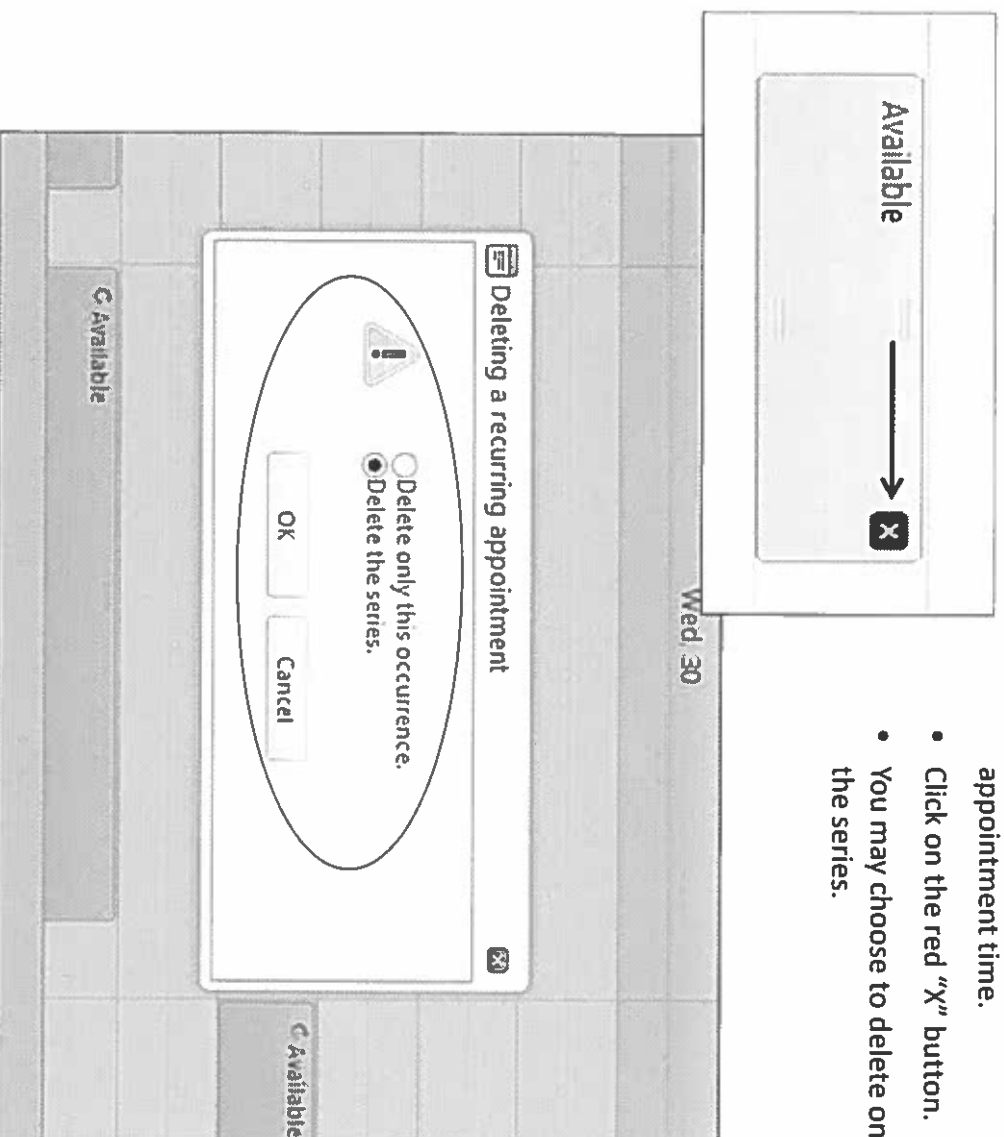


Note: Do not edit or delete a booked appointment. If you do edit or delete a booked appointment, the client is still scheduled for an appointment at the time listed in the SRTS record. *Changing of the appointment in the calendar module will not affect the client's scheduled appointment time.*

Service Request Tracking System (SRTS) Calendar Module V2.0 Instructions for Providers

Step 4: Deleting an Appointment

- To delete an available appointment, hover your mouse over the appointment time.
- Click on the red "X" button.
- You may choose to delete only the single occurrence or to delete the series.



Note: Each site should keep the same number of weekly appointment times that has been agreed upon with DMH. If you delete an appointment time, you must add another appointment at a different time so that the weekly total remains the same. For example, if your site provides three appointments weekly and you delete the Wednesday 1:00pm appointment, you should add another available time so that the total number of weekly appointments remains at three.

Service Request Tracking System (SRTS) Calendar Module V2.0 Instructions for Providers

Questions or Concerns Related to ACCESS Appointment Scheduling

- For any issues related to ACCESS appointment scheduling, please contact Kim Nguyen at kinguyen@dmh.lacounty.gov or (213) 251-6738.